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## ***Master Book List: Summer 08***

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<i>Class ID</i>	<i>Class Title</i> <i>Instructor</i>	<i>Instruction Mode</i> <i>ISBN #</i>	<i>Book Title</i>	<i>Publisher</i>	<i>Price</i>
<b>Accounting Principles</b>					
41283	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0618872841	College Accounting 1-9 w/ WP & SG	Houghton	\$91.38
41364	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0618872841	College Accounting 1-9 w/ WP & SG	Houghton	\$91.38
<b>Administrative Office Experience</b>					
41341	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 053868948X 0538441453	Calculator Simulation Coasters, Etc.	Cengage Cengage	\$22.11 \$38.24
41365	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 053868948X 0538441453	Calculator Simulation Coasters, Etc.	Cengage Cengage	\$22.11 \$38.24
<b>Administrative Office Procedures</b>					
41354	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0538727438 0538727403	Procedures and Theory for Admin Prof WBK Procedures and Theory for Admin Professionals	Cengage Cengage	\$35.55 \$72.60

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41367	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0538727438	Procedures and Theory for Admin Prof WBK	Cengage	\$35.55
		0538727403	Procedures and Theory for Admin Professionals	Cengage	\$72.60

### **Adobe Acrobat**

41060	<i>Ritchie, Kathleen</i>	<i>Online</i>			
			Books must be purchased from Rice Lake		See Title

### **Advanced Anatomy and Physiology**

41272	<i>Karr, Jodie L</i>	<i>Online</i>			
		0072829532	Hole's Human Anatomy & Physiology	McGraw	\$163.12

### **Basic Business Skills**

41334	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0073222887	Gregg Quick Filing Practice Set	McGraw	\$39.73
		0538612371	Touch Operation of the Electronic Calculator	Cengage	\$8.66

### **Business Law**

41018	<i>Williamson, Jill K</i>	<i>Online</i>			
			Books must be purchased from Superior		See Title

<i>Class ID</i>	<i>Class Title</i> <i>Instructor</i>	<i>Instruction Mode</i> <i>ISBN #</i>	<i>Book Title</i>	<i>Publisher</i>	<i>Price</i>
41336	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0072960574 0072960582	Business Law w/ UCC Applications Business Law w/ UCC Applications SG	McGraw McGraw	\$105.46 \$43.02
41370	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0072960574 0072960582	Business Law w/ UCC Applications Business Law w/ UCC Applications SG	McGraw McGraw	\$105.46 \$43.02
<b>Chemistry</b>					
41266	<i>Clapero, Arden A</i>	<i>In Person</i> 0767917022	Chemistry Made Simple	Random House	\$8.35
41270	<i>Mason, Kevin</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
<b>Developmental Psychology</b>					
40817	<i>Dusek, Christine</i>	<i>Online</i>	Books must be purchased from Superior		See Title

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<b>Document Formatting</b>					
41340	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	TBD		See Title
41372	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	TBD		See Title
<b>E-Business Support</b>					
41337	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0619018186	E-Commerce Concepts	Cengage	\$39.73
<b>General Anatomy and Physiology</b>					
41271	<i>Karr, Jodie L</i>	<i>Online</i> 0072829532	Hole's Human Anatomy & Physiology	McGraw	\$163.12
<b>Information Management</b>					
41373	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0538729554	Records Management SG	Cengage	\$31.07
		0538729708	Records Management Simulation	Cengage	\$56.17
		0538729563	Records Management Text	Cengage	\$72.90

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41374	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0538729554	Records Management SG	Cengage	\$31.07
		0538729708	Records Management Simulation	Cengage	\$56.17
		0538729563	Records Management Text	Cengage	\$72.90
<b>Internship A</b>					
41407	<i>Duthie, Sharon J</i>	<i>Intern</i>	No Texts Required		See Title
<b>Internship B</b>					
41408	<i>Duthie, Sharon J</i>	<i>Intern</i>	No Texts Required		See Title
<b>Internship C</b>					
41409	<i>Duthie, Sharon J</i>	<i>Intern</i>	No Texts Required		See Title
<b>Intro to ADN Concepts and Roles</b>					
41261	<i>King, Bonnie</i>	<i>Online</i>	Books must be purchased from Superior		See Title

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<b>Introduction to Business</b>					
41406	<i>Bark, Michael A</i>	<i>Online</i> 007310597X	Understanding Business	McGraw	\$128.46
<b>Introduction to Computers - Windows</b>					
41328	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> TBD			See Title
<b>Introduction to Internet</b>					
41300	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1418839507	Internet - Illustrated Introductory	Cengage	\$45.41
<b>Introduction to MS Office</b>					
41019	<i>Williams, Barbara</i>	<i>Online</i>	Books must be purchased from Superior		See Title
41331	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1418843741	MS Office 2007 Essentials Concepts	Cengage	\$49.29

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<b>Introduction to Psychology</b>					
40819	<i>Dittloff, Sally</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
<b>Introduction to Sociology</b>					
40822	<i>Doe, Kathleen</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
41276	<i>Knutson, David W</i>	<i>Online</i> 1932856676	Introduction to Sociology	Best Value	\$29.86
<b>Job Quest</b>					
41075	<i>Miller, Lydia</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
<b>Keyboarding</b>					
41020	<i>Williams, Barbara</i>	<i>Online</i>	Books must be purchased from Superior		See Title

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41077	<i>Malom, Barbara</i>	<i>Online</i>			
			Books must be purchased from Rice Lake		See Title
41378	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0538728248	Keyboarding Lessons 1-25	Cengage	\$40.03
		0538728027	Keyboarding Pro	Cengage	\$22.71
<b>Keyboarding Speedbuilding</b>					
41379	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		9780538729918	Skill Building Pro	Cengage	See Title
<b>Law &amp; Legal Terminology</b>					
41104	<i>Ritchie, Kathleen</i>	<i>Online</i>			
			Books must be purchased from Rice Lake		See Title
<b>Law and Legal Terminology A</b>					
41368	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		9781418039806	Legal Terminology w/ Flash Cards	Cengage	\$103.07
41376	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		9781418039806	Legal Terminology w/ Flash Cards	Cengage	\$103.07

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<b>Law and Legal Terminology B</b>					
41369	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Law & Legal Term A		See Title
41380	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Law & Legal Term A		See Title
<b>Law and Legal Terminology C</b>					
41371	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Law & Legal Term A		See Title
41381	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Law & Legal Term A		See Title
<b>Legal Issues for Supervisors</b>					
41101	<i>Miller, Lydia</i>	<i>Online</i>	Books must be purchased from Superior		See Title

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<b>Macroeconomics</b>					
40820	<i>Cooper, Daniel</i>	<i>Online</i>			
			Books must be purchased from Rice Lake		See Title
<b>Math with Business Applications</b>					
41533	<i>Kinney, Pat</i>	<i>Online</i>			
		0077216776	Practical Business Math Procedures Custom Edition	McGraw	\$74.09
<b>Medical Document Production A</b>					
41351	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		141602347X	Medical Transcription Techniques and Procedures	Elsevier	\$56.36
41382	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		141602347X	Medical Transcription Techniques and Procedures	Elsevier	\$56.36
<b>Medical Document Production B</b>					
41352	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
			Same text as Med Doc Prod A		See Title

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41383	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Doc Prod A		See Title
<b>Medical Document Production C</b>					
41353	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Doc Prod A		See Title
41384	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Doc Prod A		See Title
<b>Medical Terminology</b>					
41184	<i>TBD</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
41260	<i>Williamson, Jill K</i>	<i>Online</i>			
		9781416026044	Encyclopedia & Dictionary of Medicine, Nursing	Elsevier	\$36.28
		9780323051835	Exploring the Medical Language	Elsevier	\$84.79
<b>Medical Terminology 1A</b>					
41347	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		9780323051835	Exploring Medical Language 7E	Elsevier	\$84.79

<i>Class ID</i>	<i>Class Title</i> <i>Instructor</i>	<i>Instruction Mode</i> <i>ISBN #</i>	<i>Book Title</i>	<i>Publisher</i>	<i>Price</i>
41386	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9780323051835	Exploring Medical Language 7E	Elsevier	\$84.79
<b>Medical Terminology 1B</b>					
41348	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Term 1A		See Title
41388	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Term 1A		See Title
<b>Medical Terminology 1C</b>					
41349	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Term 1A		See Title
41390	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Term 1A		See Title
<b>Medical Transcription 1A</b>					
41361	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1401841082	Hillcrest Medical Center	Cengage	\$75.88

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41402	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1401841082	Hillcrest Medical Center	Cengage	\$75.88
<b>Medical Transcription 1B</b>					
41362	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 1A		See Title
41403	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 1A		See Title
<b>Medical Transcription 1C</b>					
41363	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 1A		See Title
41404	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 1A		See Title
<b>Medical Transcription 2A</b>					
41357	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1401833489	Forrest General Medical Center	Cengage	\$78.57

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41399	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1401833489	Forrest General Medical Center	Cengage	\$78.57
<b>Medical Transcription 2B</b>					
41358	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 2A		See Title
41400	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 2A		See Title
<b>Medical Transcription 2C</b>					
41359	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 2A		See Title
41401	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as Med Trans 2A		See Title
<b>Microbiology</b>					
41273	<i>Dusek, Wendy</i>	<i>Online</i>	Books must be purchased from New Richmond		See Title

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<b>MS Access A</b>					
41304	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905196	MS Office Access 2007 Illustrated Complete	Cengage	\$61.54
<b>MS Access B</b>					
41306	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Access A		See Title
<b>MS Excel A</b>					
41021	<i>Williams, Barbara</i>	<i>Online</i>	Books must be purchased from Superior		See Title
41307	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905226	MS Office Excel 2007 Illustrated Complete	Cengage	\$61.54
41397	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905226	MS Office Excel 2007 Illustrated Complete	Cengage	\$61.54

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<b>MS Excel B</b>					
41310	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Excel A		See Title
41398	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Excel A		See Title
<b>MS Outlook</b>					
41325	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1418859788	MS Office Outlook 2007 Introduction Concepts	Cengage	\$34.66
<b>MS PowerPoint</b>					
41022	<i>Williams, Barbara</i>	<i>Online</i>	Books must be purchased from Superior		See Title
41295	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905240	MS Office Powerpoint 2007	Cengage	\$31.37
41395	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905240	MS Office Powerpoint 2007	Cengage	\$31.37

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<b>MS Publisher</b>					
41333	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 1423905288	MS Office Publisher 2007 Illustrated Intro	Cengage	\$29.88
<b>MS Word A</b>					
41023	<i>Williams, Barbara</i>	<i>Online</i>	Books must be purchased from Superior		See Title
41392	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9780763830267	MS Word 2007 Signature Series , XP Edition	EMC	\$83.64
41502	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9780763830267	MS Word 2007 Signature Series , XP Edition	EMC	\$83.64
<b>MS Word B</b>					
41393	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Word A		See Title
41503	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Word A		See Title

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<b>MS Word C</b>					
41394	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Word A		See Title
41504	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>	Same text as MS Word A		See Title
<b>Nursing Assistant</b>					
41140	<i>VanHooser, Kathleen</i>	<i>In Person</i>	Books must be purchased from Rice Lake		See Title
<b>Nursing Health Alterations</b>					
41183	<i>Kantarik, Julie</i>	<i>Online</i>	Books must be purchased from Superior		See Title
<b>Nursing: Mental Hlth &amp; Community</b>					
41262	<i>Roberts, Diane</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title

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<b>Office Communication Technology</b>					
41343	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0324313926	Essentials of Business Communication	Cengage	\$96.80
41391	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0324313926	Essentials of Business Communication	Cengage	\$96.80
<b>Professional Profile</b>					
41100	<i>Miller, Lydia</i>	<i>Online</i>	Books must be purchased from Superior		See Title
<b>Proofreading for the Office</b>					
41355	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0538439548	Communication Skills for the Processing of Words	Cengage	\$37.94
		0072936533	Gregg Reference Manual	McGraw	\$47.50
		0072936541	Gregg Reference Manual Worksheets	McGraw	\$14.34
41389	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 0538439548	Communication Skills for the Processing of Words	Cengage	\$37.94
		0072936533	Gregg Reference Manual	McGraw	\$47.50
		0072936541	Gregg Reference Manual Worksheets	McGraw	\$14.34

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<b>Psychology of Human Relations</b>					
40818	<i>Mentzel, Gail</i>	<i>Online</i>	Books must be purchased from Superior		See Title
<b>Race, Ethnic, &amp; Diversity Studies</b>					
40821	<i>Cooper, Daniel</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
<b>Software Integration</b>					
41097	<i>TBD</i>	<i>Online</i>	Books must be purchased from Rice Lake		See Title
41345	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905462	MS Office 2007 Illustrated Projects	Cengage	\$28.98
41387	<i>Duthie, Sharon J</i>	<i>Flex Lab</i> 9781423905462	MS Office 2007 Illustrated Projects	Cengage	\$28.98

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<b>Technical Reporting</b>					
40816	<i>Dietsche Matthew</i>	<i>Online</i>			
			Books must be purchased from Superior		See Title
<b>Transcription</b>					
41342	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0078228328	Headphones	WITC	\$5.98
			Machine Transcription	McGraw	\$50.58
41385	<i>Duthie, Sharon J</i>	<i>Flex Lab</i>			
		0078228328	Headphones	WITC	\$5.98
			Machine Transcription	McGraw	\$50.58
<b>Written Communication</b>					
40815	<i>Dietsche, Matthew</i>	<i>Online</i>			
			Books must be purchased from Superior		See Title
41275	<i>Kepler, Kelley</i>	<i>Online</i>			
			Books must be purchased from New Richmond		See Title